

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

subject: REST BREAKS

m e m o r a n d u m

date: June 4, 2012

to: All Employees

from: Vicki Arpin
Human Resources Administrator

PERSONNEL MEMORANDUM NO. 76-3 (Revised from 12/3/10)

State employees must take breaks discreetly and quietly, without abusing the policy and without attracting public attention.

During "Rest Breaks", employees may enjoy food or non-alcoholic beverages, if these are readily available. Supervisors are expected to use good judgment in permitting and scheduling breaks for employees under their supervision, and are expected to observe and enforce the following guidelines in permitting breaks:

1. Generally employees may have two breaks each day, one in mid-morning and one in mid-afternoon. Supervisors may set aside specific time for breaks. **For instance, in the NP-2 contract, Article 18 allows for the afternoon break to be combined with a 10 minute clean up time at the end of the shift.** For those employees on AWS or other than the day shift, the two breaks may be taken at approximately $\frac{1}{4}$ and $\frac{3}{4}$ of the way through their shift.
2. Each **rest** break is to be a maximum of 15 minutes measured from the time the employee leaves his/her actual work to the time he/she returns to actual work. Employees who are on the road during their break time may take their break to or from their job location in accordance with past practice.
3. Employees may bring their own refreshments or purchase it if readily available.
4. On occasion, breaks may be delayed or cancelled entirely as required by the particular work situation at hand. Such occasions may involve certain emergency conditions, high priority work, work involving public service, or other work in which it would be impractical to stop and take a break.
5. Inasmuch as the basic purpose of the break is to provide a break from one's regular job, breaks are not to be "saved up" and taken in combination with lunch periods, taken as "free" time off from work at the end of the day, or split to take additional shorter breaks. **Please refer to Policy Statement No. F&A-16, "Smoking Policy for Department of Transportation (DOT) Facilities", for more detailed information related to use of breaks for smoking.**
6. Breaks in the unit are not to interfere with the work of another unit. Employees **may** take their breaks within their own unit or job-site, **as long as they are not noisy or disruptive to others.**
7. Employees and supervisors should remain conscious of being in the public eye. Breaks should be as inconspicuous as possible. Offices dealing directly with the public should be staffed, and office and field forces on their breaks should be out of public view as much as possible. Generally speaking, use of reading materials such as newspapers, books, and magazines in business offices **or vehicles in public areas** during breaks is inappropriate.